



Send Copy of receipt to: P-Card Services

Send duplicate receipt to: \_\_\_\_\_

**CASHIER DEPOSIT: For CardQuest - Only**



This form is used for a deposit relating to CardQuest purchases, sponsored refunds, and money due back to the Institute. Please bring refund check and form and deposit in "Finance Deposit Drop Box" next to the post office in the Keith Spalding Bulding. Attach copy of deposit slip to CardQuest report.

1. Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Day Month Year

2. Requestor: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Department: \_\_\_\_\_

**5. Payment Method:**

Cash \_\_\_\_\_ Check# \_\_\_\_\_ Other: \_\_\_\_\_

**Do not** combine Cash, & Check on the same form. Please use separate Cashier Forms for different types of payment.

**International Currency or Check:** Please do not combine international checks or currency with domestic items.

6. **Description:** (Please include 5 digit CardQuest Report # and Cardholder Name/Traveler Name)

CardQuest Report # \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Traveler Name: \_\_\_\_\_

Category: Reimbursement

Sponsored Refund:

Other:

7. **Itemize amount by Project, Task, Award and Category:** (Please use separate Cashier Forms for multiple PTA's or Categories)

Project: \_\_\_\_\_ Amount \$: \_\_\_\_\_

Task: \_\_\_\_\_ Award: \_\_\_\_\_

8. **General Ledger Account Default:** 2498 1101 0001 0000 211 111 000

**9. This portion to be completed by the Caltech Cashier's Office ONLY:**

a) Cash Accountant Signature: \_\_\_\_\_

b) Receipt #: \_\_\_\_\_

c) Date: \_\_\_\_\_

d) Comments: \_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS**

**Date:** The date the form is filled out, and should be in the following order: **day** (2 digits), **month** (3 letter abbreviation) and year (4 digits). For example: 02-Mar-2016

**Requestor:** The name that the Cashier/Accounting offices should contact for any follow-up questions.

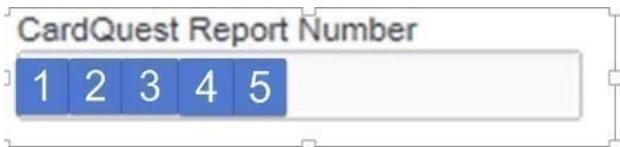
**Phone:** The telephone number or extension of Requestor.

**Department:** The department name of Requestor.

**Payment Method:** Indicate the type of payment for this deposit. Each type of payment should be on a separate form. Any international currency or checks must be on a separate form from domestic items.

**Description:** Describe the purpose of the payment received by Caltech.

**This is the CardQuest Report Number you will find it on the header page of the report. Ex:**



List the Cardholder Name and Traveler Name if applicable

**Category:** Please indicate reason for refund in the appropriate category; Reimbursement, Sponsored Refund, Other\*.  
\*If other, please indicate purpose of refund.

**Account:** Distribute amount for each Project, Task, Award, and Category combination.

**Amount:** The amount for each combination.

**Sponsored Research:** Deposits for a specific federal/non-federal sponsored grant or contract. Handled by OSR/Project Accounting.

**Account:** Supply General Ledger account number if different from default account.

\*\*\*\*\***Additional CardQuest instructions**\*\*\*\*\*

**Please attach a copy of the deposit slip to the report in CardQuest.**